ENCLOSURE 4

Project Working Group (Task and Finish subgroup): Wayfinding Project 24.11.21

1. **The Community Rail Partnership** under Julia Singleton Tasker contacted AD to say that CRP would like to try and fund "part or all" of the Visitor Information Point for the Station, and if necessary access other funding to make up the shortfall. She has asked for a breakdown of costs, what support TC needs and what we can contribute, info on design issues, and how the station VIP would fit in to the wider Wayfinding Implementation Strategy. She will present this to her line managers on **8th December 2021,** hence the need to hold this meeting**. This document is available now in draft form.**

2. **Agenda:** Mark Brightburn, Michael Coker, Sarah Kershaw, James Kennedy, Town Clerk and myself on 24.11.21 with comments offered from Rob Barry. Discussion below:
   a) Mark Brightburn offered some intelligence re costings and process from the Leamington Wayfinding Project (contracted to Whybrow) which is nearly complete,
   b) As there is no mechanism for procurement, and as JK had already produced a written "Call for Quotations" to implement our Wayfinding Project in August, JK appealed for professional advice on where to advertise to make sure we follow the relevant legislation and to ensure that we are in accordance with KTC policies. Sarah agreed to be involved but this does not preclude other approaches to others, and AD felt Steph Kerr would be helpful too.
   c) a response to CRPs offer was discussed and planned by all.

3. **Decisions/Actions** of the meetings were:
   a) to go ahead with the offer, but as part of the wider Implementation strategy (all agreed)
   b) JK wrote to Sarah with a request to see if she can identify among her members and contacts a professional who could advise us on procurement.
   c) AD wrote a response to CRP on costings, TC/CRP mutual contributions and how the offer fits in with the wider Wayfaring Project.
   d) RB/MF to reply to Philip Clarke re his letter *"In terms of the wider Kenilworth wayfinding project, it would be helpful for me if you could let me know how the project is progressing and whether you will be drawing down the CIL contribution from WDC (£35k) this year (ie. before the end of March)".*
   e) MF to contact Warwick Town Council for information re their project

PROPOSAL

In the absence of support from WDC I suggest that the TC sends a letter expressing their disappointment that no help in initiating the mechanism for the procurement process.
It is irksome to note that Warwick Town Council is going ahead with Whybrow.

AD 25.11.21